



Springfield
Urban League, Inc.

Empowering Communities.
Changing Lives.

| Community Technology & Training Center | | | |
|--|------------|-------------|----------------|
| Classes are FREE! Please call to register 753-3838 ext.127 | | | |
| Class | Day | Date | Time |
| Word 2003: Basic I <i>Create, Edit, Format Documents</i> | Mon | 7/2/2007 | 2:30-4:30 p.m. |
| Word 2003: Basic II <i>Tools, Tables, Printing, Layout Options</i> | Tues | 7/3/2007 | 2:30-4:30 p.m. |
| Basic Computer & Internet Concepts | Tues | 7/10/2007 | 2:30-4:30 p.m. |
| Word 2003: Intermediate I <i>Columns, Styles, Graphics, Headers/Footers</i> | Mon | 7/16/2007 | 2:30-4:30 p.m. |
| Word 2003: Intermediate II <i>Labels, Envelopes, MailMerge, Import/Export</i> | Tues | 7/17/2007 | 2:30-4:30 p.m. |
| Basic Computer & Internet Concepts | Tues | 7/24/2007 | 2:30-4:30 p.m. |
| Excel 2003: Basic I <i>Intro, Create, Edit, Print Spreadsheets</i> | Mon | 7/30/2007 | 2:30-4:30 p.m. |
| Excel 2003: Basic II <i>Formatting, Functions, Charts</i> | Tues | 7/31/2007 | 2:30-4:30 p.m. |
| Basic Computer & Internet Concepts | Tues | 8/7/2007 | 2:30-4:30 p.m. |
| Excel 2003: Intermediate I <i>Lg Wkbks, Templates, Adv. Formatting</i> | Mon | 8/13/2007 | 2:30-4:30 p.m. |
| Excel 2003: Intermediate II <i>List Mgmt, Charts, Auditing</i> | Tues | 8/14/2007 | 2:30-4:30 p.m. |
| Basic Computer & Internet Concepts | Tues | 8/28/2007 | 2:30-4:30 p.m. |
| Basic Computer & Internet Concepts | Tues | 9/4/2007 | 2:30-4:30 p.m. |
| Word 2003: Basic I <i>Create, Edit, Format Documents</i> | Mon | 9/10/2007 | 2:30-4:30 p.m. |
| Word 2003: Basic II <i>Tools, Tables, Printing, Layout Options</i> | Tues | 9/11/2007 | 2:30-4:30 p.m. |
| Basic Computer & Internet Concepts | Tues | 9/18/2007 | 2:30-4:30 p.m. |
| Word 2003: Intermediate I <i>Columns, Styles, Graphics, Headers/Footers</i> | Mon | 9/24/2007 | 2:30-4:30 p.m. |
| Word 2003: Intermediate II <i>Labels, Envelopes, MailMerge, Import/Export</i> | Tues | 9/25/2007 | 2:30-4:30 p.m. |
| Free training by appointment also available! Call 753-3838 ext.127 | | | |